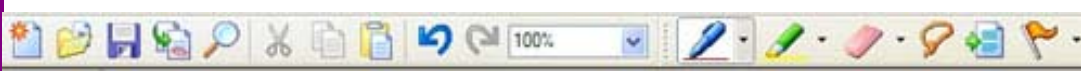


# Tablet PC

## Quick Reference Card

### The Journal Toolbar



Along the top of your screen is a standard set of visual shortcuts to specific functions of Journal. Starting at the far left, the shortcuts are:



**New Note:** use to create a new note



**View Recent Notes:** use this to navigate to notes you have previously created



**Save:** use this to save the note you are currently working on



**Import:** use this to bring other documents into Journal



**Find:** Use this to search through the current (or past) notes for specific words, notes, etc



**Cut:** use to remove a selected portion of your note



**Copy:** use this to make a copy of a selected portion of your note



**Paste:** use this to put either a 'cut' or 'copied' selection back into your note



**Undo Ink Stroke:** use this to erase the last marking you have made



**Redo Ink Stroke:** use to reverse or 'unerase' your last undo ink stroke



**Zoom:** use this to zoom in or zoom out on your note, alters the viewable area



**Pen:** use this to write anywhere on your note



**Highlighter:** use this to highlight anywhere on your note



**Eraser:** use this to erase written or highlighted markings on your note



**Selection Tool:** use this 'lasso' to select text written on your note.



**Insert/Remove Space:** use this to change the spacing of written text



**Flag:** use this to mark certain portions of text for follow-up, importance, etc.

An additional toolbar offered in Journal is pen color change which is found under **View → Toolbars → Format**.

When you click on format, you will see this toolbar pop up:



With this formatting toolbar, you will be able to tap a color with the pen, and then begin writing in the chosen color.

### Journal Pen and Highlighter Settings

Click on the small arrow to the right of the pen tool :

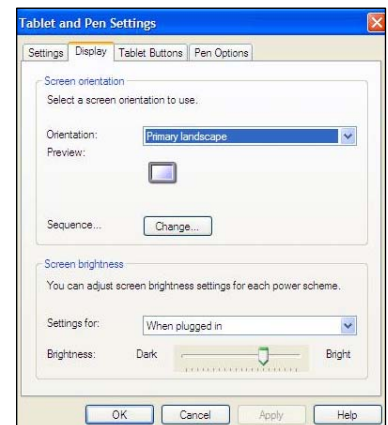


- You will see a choice of different pen tips (point/chisel) and thickness (very fine, fine, medium, marker)
- Click on **Pen Settings...**
- A window will pop up
- Here you can choose the thickness of the pen, the tip style, and whether or not you would like the pen to be 'pressure sensitive.'

### Change the Tablet Layout

Change the primary screen orientation of your Tablet PC.

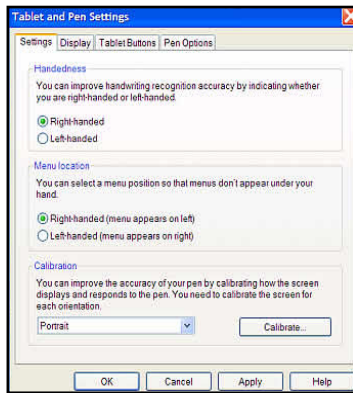
1. Tap **Start**, and tap **Control Panel**.
2. Tap **Tablet and Pen Settings**.
3. Tap the **Display Tab**.
4. **Pull down the menu** located to the right of Orientation.



## Customize your Tablet PC

You can customize your Tablet PC to reflect your preferred handedness and menu location.

1. Tap **Start**, and tap **Control Panel**.
2. Tap **Tablet and Pen Settings**.
3. Under the Settings tab, **select Right-handed or Left-handed** under Handedness.
4. Under Menu Location, select **Right-handed or Left-handed**.
5. Click Apply and then OK.



## Front Panel

Top View



1. Power Button
2. Lock/Unlock Power
3. CTRL + ALT + DEL
4. Screen Rotation to change orientation
5. Toolbox Button displays Control Panel options
6. Escape
7. NavDial acts like up and down

## Indicator Lights



Wireless Status



Bluetooth Status



Number Lock



Caps Lock



Drive in use



Power on



Battery Status

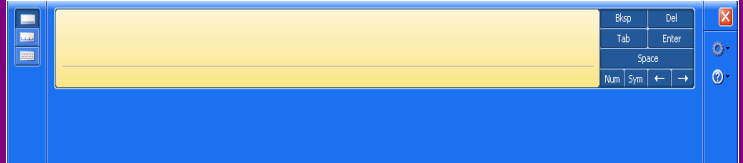


Standby Status

## Customizing the Input Panel

**Tools and Options** (top right corner) of the Input Panel allows personalization of the panel to suit your own preferences. Add lines to the writing pad to allow you to write more words before inserting text.

- Accommodate your personal writing style by moving Input Panel to the position that works best for you.
- Setup Speech Recognition.
- Customize appearance, handwriting recognition, and automatic text insertion.




## Control Key (Ctrl) and Alt Key Shortcuts

1. To display Start Menu, hold "**Ctrl**" key and press "**Esc**".
2. To **open** a document press, "**Ctrl**" and "**O**".
3. To **save** a document press, "**Ctrl**" and "**S**".
4. To **print** a document press, "**Ctrl**" and "**P**".
5. To **close** a document press, "**Ctrl**" and "**W**".
6. To **undo** an action press, "**Ctrl**" and "**Z**".
7. To **redo** an action press, "**Ctrl**" and "**Y**".
8. To quickly **toggle** between open **applications**, hold down the "**Alt**" key and press the "**Tab**" key.
9. To **switch** between open **applications**, Hold "**Alt**" and press "**Esc**".

## Function Key (Fn) Shortcuts

1. To **lock** the Tablet, press "**Fn**" and "**F2**".
2. To put Tablet into **standby**, press "**Fn**" and "**F4**".
3. To put Tablet into hibernation, press "**Fn**" and "**F12**".
4. To turn wireless radio on/off, press "**Fn**" and "**F5**".
5. To choose **presentation** or **display**, press "**Fn**" and "**F7**".
6. To adjust **brightness**, press "**Fn**" and "**Home / End**".
7. To quickly **close** an application, press "**Alt**" and "**F4**".

## To Turn on Wireless

After the Tablet boots up, you should be connected to the Internet automatically. If it does not connect automatically, click on the wireless radio icon located in the lower right hand corner of your screen . A **Wireless Network Connection Status** window will open.

Select **View Wireless Networks**. The **Choose a wireless network** window will open. Select the appropriate network and click **Connect**.